



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PARKS MAINTENANCE SPECIALIST
(PARKS DIVISION - FACILITIES MAINTENANCE)

PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs a variety of skilled maintenance, construction, and repair work throughout the City's parks. Reports to a Crew Supervisor B.

ESSENTIAL JOB FUNCTIONS

Performs inspections, repairs and maintenance on park shelters, piers, docks, decks, bridges, fences, buildings and related amenities to include carpentry, concrete or cement work, metal fabrication and welding, rigging and painting. Performs inspections, repairs and maintenance on park and school playgrounds to include parts replacement, painting, resurfacing, and reconstruction.

Ensures the safety of City equipment, private property, and others by following proper safety procedures during the operation of a variety of equipment such as skid steer loader, front-end loader, tractors, etc.; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Building Maintenance - Knowledge of the common terminology, tools and practices of the carpentry, cement finishing, and welding trades. General knowledge of the proper use and maintenance of tools and equipment used.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to work related precautions.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Judgment/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Communication - Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing to include drafting and interpreting blueprint diagrams. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of related trades experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check and a valid commercial driver's license with acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

This position requires NPSI Playground Safety Certification (CPSI) within 18 months of employment.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, electric currents, animal/wildlife attacks, water hazards, or rude/irate customers.